## Instructions for Online BSO Subscription Renewal <u>Unlinked Accounts</u>

Click the "Log In" button at the Collins Center for the Arts home page (<u>https://www.collinscenterforthearts.com/</u>) pictured here:



Click on the "Link Your Account" button in the lower right corner.

HOME	BUY TICKETS	MAINE	MY ACCOUNT	CONTACT US				
Sign into your ac	ccount							
Returning Online Custome	a							
	Already a customer? Enter your login information below.							
E-mail or Account #:								
		Password:	$\land$					
		Forgot Password Sign In						
	F	Please note that e-mail and password	l are case sensitive.					
New Online Customer		Exis	ting Box Office Customer					
Sign up for an online account for quick and easy online shopping. Your account lets you easily manage your tickets and upday your personal information.			Link your existing box office account to your online account. This will enable you to manage online, those tickets originally purchased at the box office. You only need to link your account once.					

Enter the Customer Number and Online PIN provided in your subscription renewal cover letter, and click the "Activate" button:

Activate My Account	
Please contact the box office if you	need help locating your customer number and PIN.
Account Info	
Customer Number Online PIN	
	Activate

Confirm your email address, set your password, update your contact information as you wish, and click the "Next" button.

Click as the arrows indicate:

My Account

My Profile				My Tickets	
Name Email Address Account #		Edit	Subscription Renewal	>	
				Reissue	>
				Payment Schedules	>
Addresses			Edit	Order History	>
Primary Address Address 1 Address 2 City, State ZIP					
Phone Numbers			Edit		
	Primary	( <del>###</del> ) <del>### ####</del>			

## Subscription Renewals

Renewals	Account Information	CEdit My Account
BSO Subscription Renewal	Customer Name Account Number Address	

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Then place your renewal order as you wish.